



कैपेक्सिल  
CAPEXIL

(Sponsored by Ministry of Commerce & Industry Govt. of India)  
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

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Ref. No. CAPEXIL/8 Panels/e-Voting (2022-23)/03

Dated: 30<sup>th</sup> August, 2022

**Gentle Reminder - II - For those who have not yet submitted Annexure-1 to [data@capexil.in](mailto:data@capexil.in)**

**VERY IMPORTANT AND URGENT**

**TO ALL THE MEMBERS OF CAPEXIL,**

- 1) Ossein & Gelatine Panel;
- 2) Natural Stones & Products Panel;
- 3) Ceramics & Allied Products Incl. Refractories Panel;
- 4) Animal By Products Panel;
- 5) Plywood & Allied Products Panel;
- 6) Processed Minerals Incl. Upgraded Ilmenite Ore Panel;
- 7) Mfrd. Products of Carbon Graphite, Explosives and Accessories Panel;
- 8) Cement, Clinkers and Asbestos Cement Products Panel.

Dear Sirs,

**Sub.: Collection of data for finalization of Ordinary Members list for participation in the election of Representatives/Chairman for eight Panels for the year 2022-23 by e-Voting**

In terms of Para 2.92 of the Handbook of Procedure (2015-20) as well as subsequent letter No. 12/2/2013- E&MDA dated 7th December, 2015 issued by the Ministry of Commerce & Industry, Government of India, Electronic Voting would be mandatory for election to the posts of Executive Committee members with a view to ensuring wider participation. Moreover, in terms of the Companies Act 2013, it is mandatory to pass the resolutions only by e-Voting in the AGM.

In the 29th Meeting of Committee of Administration (CoA) (2021-22) of CAPEXIL held on 5th August, 2022 in Kolkata, the Competent Authority has decided to conduct election of the following Eight Panels to elect the Panel Representatives (Chairmen) for the year 2022-23:

- 1) Ossein & Gelatine Panel;
- 2) Natural Stones & Products Panel;
- 3) Ceramics & Allied Products Incl. Refractories Panel;
- 4) Animal By Products Panel;
- 5) Plywood & Allied Products Panel;
- 6) Processed Minerals Incl. Upgraded Ilmenite Ore Panel;
- 7) Mfrd. Products of Carbon Graphite, Explosives and Accessories Panel;
- 8) Cement, Clinkers and Asbestos Cement Products Panel.

As such, CAPEXIL intends to complete the election process by e-Voting for the aforesaid eight panels to reconstitute the Committee of Administration of the Council for the year 2022-23 in stipulated time. In terms of the Articles of Association of CAPEXIL, **only Ordinary Members are eligible to participate in the election process.** In terms of Clause no. 3.3 of Articles of Association of CAPEXIL, in order to be eligible for Ordinary Members of the Council, a person must satisfy the following requirements, namely:

**(a) He, or the entity represented by him, must have been an Associate Member of the Council for at least three years. (b) He, or the entity represented by him, must have, to his or its credit, during the three financial years immediately preceding (2019-20, 2020-21 and 2021-22) average exports in respect of the product, of not less than the amount mentioned below:**

**(i) MSME Rs. 10 Lakhs**

**(ii) Others Rs. 25 Lakhs**

In terms of Clause no. 13 of Articles of Association of CAPEXIL read with Clause no. 11 and 12 of the Articles of Association of CAPEXIL, an ordinary members can stand as a candidate or cast their vote provided that they have **already paid their upto-date membership subscription by the 30th April of the year for which it has become due.**

In terms of Clause no. 4.2 of Articles of Association of CAPEXIL, **a candidate for election to any position in the Council must satisfy the following conditions, namely:**

**(a) He, or the entity represented by him, must have, to his or its credit, during the one financial year immediately preceding, exports of the products of not less than the amount mentioned below:**

**(i) MSME Rs. 50 Lakhs**

**(ii) Others Rs. 2 Crore**

In view of the above, we have to finalize the list of ordinary members (publish "Electoral Rolls") to enable them to take part in the e-Voting. We therefore, request our bonafide members to furnish their export turnover of CAPEXIL's products for immediately three preceding financial years (i.e. for the F.Y. 2019- 20, 2020-21 and 2021-22) as well as self-certified payment particulars of membership subscription etc. for the F.Y. 2021-22 and 2022-23 specifying cheque/DD No./online payment details, date and amount etc. Above details to be submitted online in ANNEX-1 by login at [https://members.capexil.org/member\\_home.php](https://members.capexil.org/member_home.php) Login to Update/ Continue by using registered email as User Id & IEC as Password on or before 31<sup>st</sup> August, 2022 (Wednesday). Print copy of Online ANNEX-1 for Election 2022-23 duly certified by the Competent Authority of the member firm needs to be forwarded to [data@capexil.in](mailto:data@capexil.in) / [eoero@capexil.in](mailto:eoero@capexil.in) / [accounts3@capexil.in](mailto:accounts3@capexil.in) on or before 31<sup>st</sup> August, 2022 (Wednesday).

Please note that **in the event of non-submission of online Export Return / non-receipt of Annex-1 latest by 31<sup>st</sup> August, 2022 (Wednesday), the Council will be compelled not to include their names in the Ordinary Members List / Voter List of the Council** and accordingly, they shall not be eligible to take part either in the election or to contest in the election process of the above mentioned eight panels for the purpose of inclusion in the reconstitution of Committee of CAPEXIL for the year 2022-23 later on and also passing the resolutions in the 64<sup>th</sup> AGM of CAPEXIL via e-voting.

**Kindly treat this letter on a PRIORITY and URGENT basis.**

Thanking you,  
Yours sincerely,  
Sd/-  
Kuntal Ghosh & Chandan Debnath  
Election Officer  
CAPEXIL  
Website: [www.capexil.org](http://www.capexil.org)  
E-mail: [data@capexil.in](mailto:data@capexil.in)

Pls. file Annex-1 online at Member's login account and then send a scanned copy of Annex-1 in [data@capexil.in](mailto:data@capexil.in) / [eoero@capexil.in](mailto:eoero@capexil.in) / [accounts3@capexil.in](mailto:accounts3@capexil.in) on or before **31<sup>st</sup> August, 2022 (Wednesday)**.

**Steps to file Annex-1:**

- 1) Click on [https://members.capexil.org/member\\_home.php](https://members.capexil.org/member_home.php)
- 2) Select "Login to Update/ Continue"
- 3) Put registered email id as your Username & IEC as your Password
- 4) Click on \*\* Submit / Print Election Form (2022-2023)- ANNEX-1 \*\*
- 5) Check the filled-in details and add/amend the details as required (All fields are mandatory to filled-in.)
- 6) Submit the form after due checking
- 7) Download the pdf file of Annex-1 and forward the same to [data@capexil.in](mailto:data@capexil.in) / [eoero@capexil.in](mailto:eoero@capexil.in) / [accounts3@capexil.in](mailto:accounts3@capexil.in)

For any assistance related to login Id/Password or election process, applicant may write to [data@capexil.in](mailto:data@capexil.in) or may contact Mr. Kuntal Ghosh, EO, CAPEXIL (K)- 9674992355 & / or Mr. Chandan Debnath, EO, CAPEXIL (K)- 9830414422 or Office Ph No. 033 – 22891721/22/23/25.

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